

**STANDING RULES
REGULATIONS,**

OF THE

MUNICIPAL COUNCIL

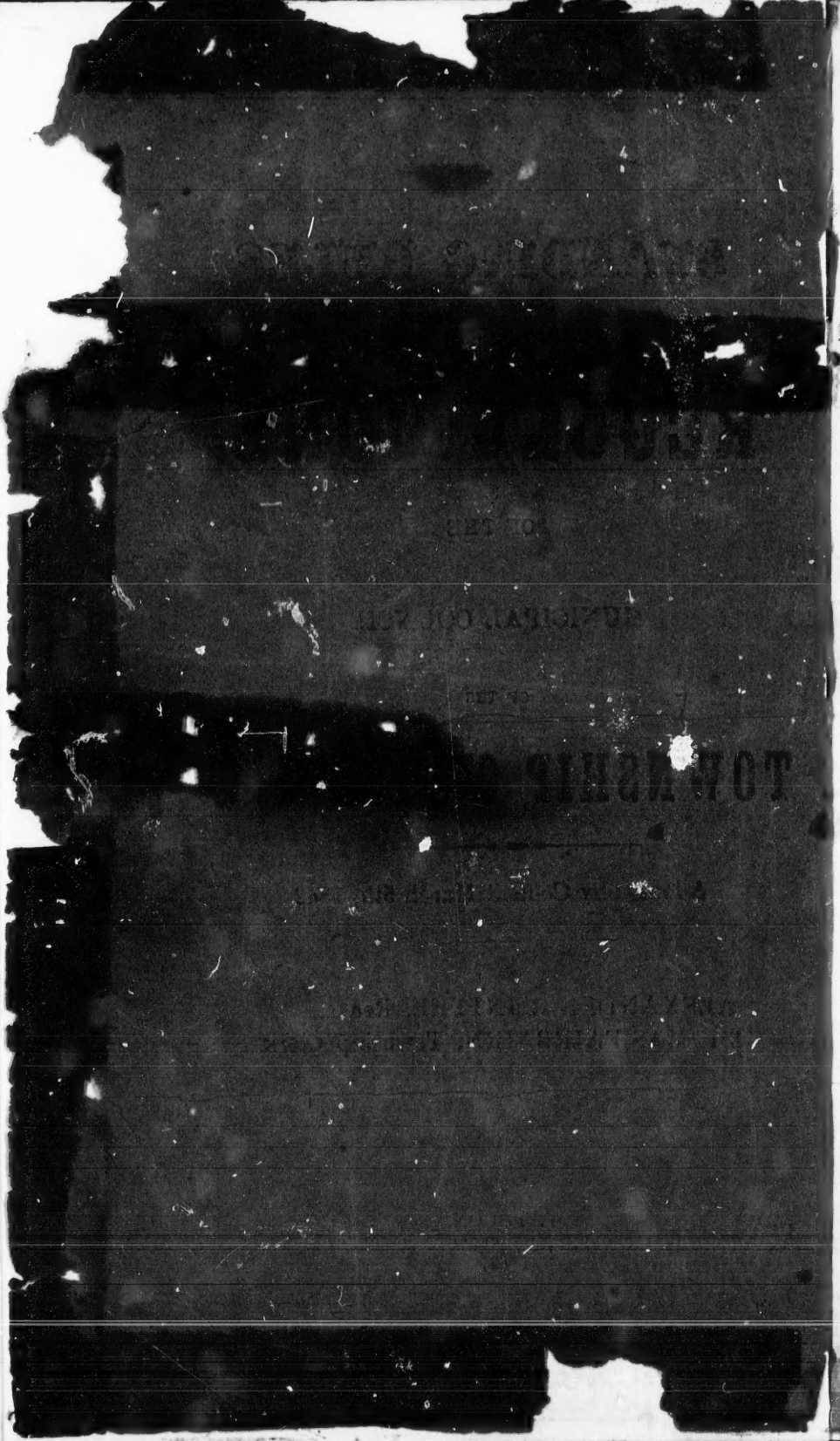
OF THE

TOWNSHIP OF GILLESPIE

Adopted by Council March 5th, 1862.

ALEXANDER McINTYRE, Reeve.
THOMAS FAIRBAIRN, Township Clerk.

W. T. COX,
REBAID OFFICE, WALKERTON, CO. BRUCE.
1862.



STANDING RULES
AND
REGULATIONS,
OF THE
MUNICIPAL COUNCIL
OF THE
TOWNSHIP OF CULROSS.

Adopted by Council March 5th, 1862.

ALEXANDER McINTYRE, Reeve.
THOMAS FAIRBAIRN, Township Clerk.

W. T. COX,
HERALD OFFICE, WALKERTON, CO. BRUCE.
1861.

K33831
MAY 9, 1956

STANDARD

REGULATIONS

OF THE

MUNICIPAL BOARD

TOWNSHIP OF COBURN

Adopted by Council March 24th, 1952

ALEXANDER MONTGOMERY
THOMAS FAIRBANKS, Township Clerk

W. E. COY

1952

STANDING RULES

AND

Regulations.

Meetings and Adjournments of the Council.

Resolved.—1. That this Council do meet at the hour of 10 o'clock in the forenoon, unless otherwise specially provided, and if at that hour there is no quorum, the Reeve or Chairman do take the Chair and adjourn with the consent of the majority then present.

2. That when the Council adjourns the Members shall keep their seats until the Reeve or Chairman leaves the chair.

QUORUM.

3. That on the appearance of a quorum, the Reeve or Chairman shall take the chair and the Members be called to order.

MINUTES.

4. That immediately after the Reeve or Chairman shall have taken the chair, the minutes of the preceding day shall be read by the Clerk in order that any mistakes therein may be corrected by the Council.

ORDER.

5. That the Reeve or Chairman shall preserve order and decorum, and shall decide all questions of order, subject to an appeal to the Council.

6. That when the Reeve or Chairman is called upon to explain a point of order or practice, he is to

state the rule applicable to the case, without argument or comment.

CHAIRMEN,—HOW CHOSEN.

7. That in case the Reeve shall not be in attendance, the Clerk, at the request of some member shall call the Council to order, until a chairman can be chosen, who shall preside until the arrival of the Reeve.

MEMBERS SPEAKING.

8. That every member previous to his speaking, shall rise from his seat, and address himself to the chair.

Two Members rising at Once.

9. That when two or more members shall rise at once, the Reeve shall name the member who is first to speak.

Members Obligated to Vote.

10. That every members who shall be present when a question is put shall vote thereon unless the Council shall excuse him.

Members called to Order.

11. That a member called to order, shall sit down until the question of order is decided by the Reeve.

SPEAKING.

12. That no member shall speak beside the question in debate.

The Motion Read.

13. That each member may of right require the question or motion in discussion to be read for his information at any period of the debate; but not to interrupt a member speaking.

Not to Speak more than Once.

14. That no member other than the one proposing a question or motion, (who shall be permitted to reply) shall speak more than once on the same question, except in explanation or by leave of the Council.

Members not to Absent Themselves.

15. That no member during the session shall absent himself for more than ten minutes, without express leave from the council.

Motion to be in Writing.
16. That no motion except for adjournment of the reception of reports and petitions shall be debated upon or put, unless the same be written with ink and seconded.

No Motion to have a Preamble.
17. That no motion prefaced by a preamble shall be admitted in the Council.

RECEPTION OF MOTION.

18. That every motion, when seconded, must be read by the member standing in his place, and also by the clerk, and then put by the Reeve. It shall then be deemed to be in possession of the Council, but may be withdrawn at any time before decision or amendment, by consent of the Council.

Speaking to Motion.
19. That no member shall speak to any motion until it is put by the Reeve, except the introducer.

Motions or Questions under Debate.
20. That when a motion or question is under debate, no motion shall be received, unless to amend, or commit it, or postpone it to a certain day, or for the previous question, or for adjournment, or to lay it on the table.

PREVIOUS QUESTION.

21. That the previous question, until it is decided shall preclude all amendments and debate of the main question, and shall be in the following words:—"Shall the main question now be put?"

Motion for Commitment.
22. That a motion for commitment, until it is decided, shall preclude all amendments of the main question.

Motions contrary to Rules.
23. That it shall be the duty of the Reeve, whenever he shall conceive that a motion read by the introducer and Clerk may be contrary to the rules of the Council, to apprise the Council thereof before the motion shall be put by him, and to cite the rule which is applicable to the case.

24. That when any question has been finally put by the Reeve, no member is to speak on the same before voting.

Names—When to be Taken.

25. That upon a division of the Council, the names of those who vote for, and of those who vote against a motion, shall be entered upon the minutes if one member require it.

Introduction of By Laws:

25. That every By Law shall be introduced by a motion of leave, specifying the title of it, or a motion to appoint a Committee to prepare and bring it in, or by an order from the Council on the report of a committee.

TWO READINGS.

27. That no By Law shall be committed or amended until it shall have been twice read.

NUMBER OF READINGS.

28. That every By Law shall receive three separate readings, previous to its being finally passed, but that no By Law, shall be read three times on the same day, except on urgent occasions, and this rule suspended by resolution for the single occasion.

By-Laws Read in Committee :

29. That all By Laws shall be read and passed in Committee of the whole between its second and third Readings.

Amendments Reported by Chairman :

30. That all amendments made in Committee shall be reported to the Council and by it adopted before the question to engross it shall be put.

Clerk to Certify Readings :

31. That each time a By Law is read, the Clerk, shall certify the readings and the time on the back thereof.

By-Laws Read in Committee by Clerk:

32. That in Committee of the whole, all By Laws shall be read by the Clerk, and debated upon clause by clause and put by the chairman as read by the clerk, leaving the preamble and title to be last considered.

By-Laws passed in Council :

33. That when a By Law passes the Council, the Clerk shall sign it and put the date thereto.

PRIVATE BY-LAWS:

34. That By Laws of a private nature shall be in-

roduced by a petition to be presented by a private member.

Petitioners not to be heard at the Bar :

35. That whenever any petition or By Law shall have been referred to a committee to examine the matter thereof, and report upon the same, the council shall not admit any petitioners to be heard against such petition or By Law until the matter thereof shall have first been reported to the Council by the committee to whom it was referred.

Petitions—How Presented :

36. That Petitions, Memorials and other papers, addressed to the Council, shall be presented by any member but not after twelve o'clock, noon, of the day of any general meeting, unless it shall arise out of a matter before the council.

37. That every member who shall introduce a By Law, Petition or motion, upon any subject which may be referred to a select committee, shall be one of the committee, without being named by the council.

Special Committees—How Appointed:

38. That the mode of appointing a special committee shall be, First, to determine the number it shall consist of, then each member, naming one which shall be written down by the Clerk, those who have the most names shall be taken successively until the number is complete.

Quorum of Committee.

39. That of the number of members appointed to compose committees, such number thereof as shall be equal to a majority of the whole number chosen shall be a quorum.

Committees of the Whole—how formed.

40. That in forming a Committee of the whole Council, the Reeve shall leave the Chair, and shall before doing so, appoint one of the members to preside, who shall have the same authority in the chair of the committee as the Reeve in the chair of the council. The Reeve need not leave the chair on such occasions.

Order of Questions.

41. That all questions, whether in committee or in council, shall be put in the order they are moved ex-

cept in filling up blanks, the shortest time and lowest sum shall be put first.

Motion to Rise and Report.

42. That the motion in committee to rise and report the question, shall always be in order, and decided without debate.

Standing Committees.

43. That at the first session of the Council in each and every year, standing committees to consist of three members each shall be appointed for the following purposes, viz:—

1. Finance and assessment.

2. Roads and Bridges.

3. Education and Schools,

to whom all matters relating to these objects shall severally be referred.

Names to be Posted.

44. That it shall be the duty of the Clerk, so soon as such committees are appointed, to post the names of the members of each in some conspicuous place in the Council chamber, and so at each other session throughout the year.

Orders of the Day.

45. That the orders of the day shall always have the preference to any motion before the Council.

Orders, &c., Lost for Want of a Quorum.

46. That when any order, resolution, or question shall be lost by the council or committee breaking up for want of a quorum, the order, resolution or question so lost shall be the first business to be proceeded with and disposed of at the next meeting of such committee or council.

47. That if any motion shall be made in the council for any charge upon the people, the consideration of the debate thereof shall not presently be entered upon, but postponed till such further time as the council shall think fit to appoint, and shall be referred to a committee of the whole first.

RULES TO BE OBSERVED IN COMMITTEE.

48. That the Rules of the council shall be observed in committee of the whole, so far as they may be applicable, excepting the rules limiting the number of times of speaking.

ADJOURNMENT.

49. That a motion for adjournment shall always be in order.

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